

3 FAM 7240 APPOINTMENT

3 FAM 7241 GENERAL POLICY

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

FSN employees are appointed by the head of the overseas establishment after receipt of the requisite security and medical clearances, provided that such appointments are effected within current allotments and FSN personnel complement ceilings for the employing agency.

3 FAM 7242 FORMS TO BE COMPLETED

3 FAM 7242.1 Appointment Affidavits

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

At time of appointment, an FSN employee is required to complete (in original only) Form SF-61, Appointment Affidavits, except section A, Oath of Office. Before the appointee signs Form SF-61, the signing officer (an officer in the U.S. Foreign Service authorized to execute this form) strikes out and initials Section A. The duly executed form is filed in the employee's official personnel folder. No salary payments are made until the affidavits have been executed.

3 FAM 7242.2 Declaration of Appointee

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

At time of appointment, an FSN employee completes and signs SF-61B, Declaration of Appointee, in accordance with the instructions on the form, in original only. The duly executed form is filed in the employee's official personnel folder.

3 FAM 7242.3 Notification of Personnel Action

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

a. SF-50, Notification of Personnel Action, is executed upon appointment of each direct-hire FSN employee and is authorized by the head of the overseas establishment or that officer's designee.

b. SF-50 is also used to effect change(s) in the FSN employee's type of appointment or conditions of employment, and to effect separation from employment.

c. A copy of each SF-50 processed for an FSN employee must be retained permanently in the employee's official personnel folder. Copies are also distributed to the employee and the payrolling office. (See 3 FAH-2H, Chapter 3 for information on completing Form SF-50 and the distribution of additional copies.)

d. Copies of SF-50's should be distributed for Commerce to the Office of Foreign Service Personnel.

3 FAM 7242.4 Designation of Beneficiary

3 FAM 7242.4-1 Unpaid Compensation of Deceased Civilian Employee

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Each FSN employee completes SF-1152, Designation of Beneficiary, in duplicate, if the employee wishes to designate a beneficiary other than one named in the order of usual precedence to receive all unpaid compensation in event of death in service, or if the employee wishes to change the order of precedence (for State, see 3 FAH-1 H-2200). The original is placed in the employee's personnel folder; the duplicate is retained by the employee.

3 FAM 7242.4-2 Under Civil Service Retirement (CSR)

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Employees covered by CSR must complete Form SF-2808, Designation of Beneficiary, in duplicate, if they wish to designate a beneficiary other than one named in the order of usual precedence to receive any CSR lump-sum benefits, or if they wish to change the order of precedence (for State and USIA, see 3 FAM 6000 (to be published), and H6000, for USAID, see Handbook 30, Separations and Disciplinary Actions.)

3 FAM 7242.4-3 Individual Retirement Record

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

SF-2806, Individual Retirement Record, is required for employees under a conditional or permanent appointment and is completed at the time the appointment is made for employees under the Civil Service Retirement System. In addition to recording the appointment action under which CSR coverage begins, the overseas establishment must record the effective date and nature of the original hiring action and subsequent actions affecting salary rates incident to any prior creditable service with the appointing agency, even though the employee was not subject to CSR at the time. At the time the appointment is made, the overseas establishment prepares SF-2806 and forwards it with a copy of SF-50 to the appropriate office in accordance with the instructions in 3 FAH-2H, Chapter 3.

Note: While conditional and permanent appointments are no longer authorized, discontinuance of this type of employment does not affect conditions of employment for those who currently have them.

3 FAM 7243 APPOINTMENT (IN-HIRE) SALARY RATE

3 FAM 7243.1 Normal Qualifications

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

An FSN employee is appointed at a salary rate within the grade to which that employee's position is allocated in the compensation plan, normally the minimum rate of the grade.

3 FAM 7243.2 Superior Qualifications

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

An employee possessing qualifications and experience substantially above minimum requirements may be appointed at a higher rate of the appropriate grade. Local employment practices and previous earnings of the employee are useful guides.

3 FAM 7244 ORIENTATION

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

All newly appointed FSN employees should be given assistance in adjusting to their employment and should be advised fully regarding the conditions of mission employment by means of a planned orientation program. This orientation briefing should be given as an integral part of the appointment process.

3 FAM 7245 THROUGH 7249 UNASSIGNED